

**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**EXHIBIT F
FY 2013**

FINAL REPORT GUIDELINES

The Final Report is an opportunity for you to inform the City about the important work you do, and it is a valuable tool for the City to use in assessing the success of the project and future funding considerations for your organization. Please complete the report and submit to the City within thirty days of completion of your project.

Agency Name: Hallandale Food Pantry

Date Final Report Submitted: 11/6/13

1. Complete the chart below:

A. Project Information:

Project Name	Hallandale Food Pantry		
Person Preparing the Report/ Job Title	Paul Snow	Phone #	954-455-0615
Project Start-Up Date	October 1, 2012		
Number of participants served during this period	Hallandale Beach Residents 1416	Non- Hallandale Beach Residents _____	
Participant Status to Date	Active: N/A	Terminations: N/A Successful: N/A	
Completion Date:	September 30, 2013	Total Number Served 1416	
Amended Completion Date (if applicable)	None		

B. Project Cost

Total Project Cost		Funds Expended to Date	Percentage
City Funding	\$	<u>\$34,991.62</u>	<u>99 %</u>
Other Funding	\$	<u>\$40,000.00</u>	<u>100%</u>
(specify source)			

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Please provide the information requested below on Agency letterhead. All information must be submitted typed using an 11pt font.

2. The actual number of individuals served by the City grant award
(Provide back-up to support number of individuals served; i.e. copies of sign-in sheets, call logs, etc.)

1416 Hallandale Residents were served.

3. List the specific activities used to accomplish the project goals and objectives. In the case of classes, workshops, performances, and the like, indicate the number, frequency, duration, and number of participants. Example: A total of six workshops took place on a monthly basis with each workshop lasting two hours. Ten individuals attended each workshop. (Provide copies of participant attendance logs)

Hallandale food pantry provided weekly food pantry to residents of Hallandale Beach during the 2012-2013 grant cycle. Hallandale food pantry is committed to ensuring that no one in Hallandale Beach would have cause to suffer from hunger. A total of 1416 residents were served. Hallandale Food Pantry utilizes community volunteers to staff the pantry. On average, 4-6 volunteers assists every week with: signing in clients and checking proof of addresses; organizing and sorting food; Preparing food bags for distribution to clients; distributing food bags to clients; monitoring pantry for cleanliness and order; and helping clients carry items out of food pantry building when unable to do so themselves.

4. List the evaluation methods used to determine the extent to which objectives and goals were met. Provide copies of evaluation tools, such as surveys or tests, when possible. If no evaluation tool is used, please indicate such.

No evaluation methods are used.

5. Indicate how you publicly recognized The City of Hallandale Beach. For example, brochures, program booklet, in annual report, press release, web site. Provide copies of all collateral materials and copies of any media coverage the project has received.

Hallandale Food pantry utilizes a program flyer which is distributed in various locations throughout the community. The flyer lists the City of Hallandale Beach as a funder.

6. Describe unexpected challenges or opportunities you encountered, if any. You may want to explain why you were unsuccessful at some levels of services. You are also encouraged to share your success stories.

Hallandale Food Pantry is always busy and had more clients than able to serve. The agency for most of the year ran into cash flow issues because as the Director, I was not able to fill out the monthly paperwork on a timely basis, thus delaying reimbursements. I often had to tap into my own personal money to purchase food and cover other program expenses. Doing the paperwork is a constant

challenge for me which is why I has asked the City for administrative support in my proposal and budget.

7. Please also submit the following financial information:

- a) Accounting of actual expenses using the Final Expenditure Report Form provided.
- b) Copies of all expenditure to include receipts, payroll, etc.

8. Submit an overall Project Summary (page 3).

9. The Final Report must be signed by the Authorized Representative.

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PROGRAM SUMMARY

PLEASE PROVIDE AN OVERALL SUMMARY OF THE PROJECT RESULTS/OUTCOMES:

During the 2012-2013 fiscal year, Hallandale Food Pantry provided weekly food distribution to low income individuals and families residing in the City of Hallandale Beach and other surrounding areas. Relying heavily on volunteer support, the organization served 1416 residents.

While programmatically operated fairly smoothly, the agency had major challenges administratively. As the Executive Director of the agency, I was struggled with filling out the monthly required reports which often meant late submissions. This caused delayed payments and a cash flow issue. Over the year, I had to frequently tap into my own resources to finance the pantry which cause a personal financial hardship for me.

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FINAL EXPENDITURE REPORT

ITEM	Amount	Other funding	In-kind contribution	Justification
Food	11,583.82			Monthly purchases made at various locations including Feeding South Florida, Winn Dixie, Save A lot, etc.
Extermination Services	75.00			Extermination services for Dec 2012 and May 2013
Office Supplies	79.24			General office supplies including paper, pens, etc.
Printing	28.37			Printing of program flyer in January 2013 for community outreach purposes
TOTALS	11,766.43			TOTAL AMOUNT

REMEMBER TO ATTACH ALL EXPENDITURE RECEIPTS RELATED TO GRANT FUNDS PROVIDED BY THE CITY OF HALLANDALE BEACH.

I certify that the information contained in this Final Report, including Budget and Attachments are true and correct to the best of my knowledge.

X Paul B. Snow
Signature of Authorized Representative

12/13/13
Date

Thank you in advance for your Final Report. Submit the Final Report to:

Community Partnership Grants
750 NW 8th Avenue
Hallandale Beach, FL 33009